

## TS-EAS Documentation Team meeting, December 14, 2017

Attending: Cory Nimer, Karin Bredenberg, Kathy Wissner, Adrian Turner, Wim van Dongen, Gerhard Mueller, Glenn Gardner, Mark Custer, Noah Huffman, Alexander Duryee

### Minutes:

1. Introductions (Karin)
  - a. Officially thank Ruth Tillman for her service on the team
  - b. Introduce Cory Nimer as incoming chair of Documentation Team
2. Revision cycle and documentation
  - a. Role of Documentation Team
    - i. In the past, the EAD team has prepared changes to the tag library and handed those off to the doc team for mark up and coordination with the web publication platforms
    - ii. Last time that the EAC-CPF tag library underwent revision, Kathy made the changes in the library TEI document herself
    - iii. Noah suggested that he is happy to make the edits in the TEI himself for the EAD3 1.1 release
      1. Kathy recommended that each team have a tag library editor, and coordinates with the doc team
      2. Doc team would then provide copyediting of the tag library content changes, then push it on (publication role)
    - iv. Doc Team charged with maintaining documentation across publication platforms, including Github (committing changes), transformation to HTML and PDF, and publication to LC/ Staatsbibliothek zu Berlin websites
      1. Currently no markup in the TEI documents themselves of changes--relying on version history in Github--might want to look at making changes in red (similar to MARC documentation releases)
    - v. Process documentation not available, though has been established
      1. Karin has the workflow in her head, but would need to write it out
      2. Need to make it a goal for the coming year
  - b. Review timeline for EAC-CPF revisions
    - i. Call for comments out right now, with meeting next week to review
    - ii. Have identified Phase I and Phase II changes, and are expecting a Phase I early next year
    - iii. Kathy has been the EAC-CPF team lead for tag library updates, but will select someone else
    - iv. Noah will provide a name as well for the EAD team
  - c. Workflow for updating standards
    - i. TEI serves as the master documentation, and everything else is derived from that file
      1. EAC-CPF TEI has a separate file for each element--makes it important to be consistent across the full documentation (need to check everywhere, not just one document)
        - a. On Staatsbibliothek zu Berlin site, would prefer to have transformation from TEI to markdown for presentation on the website

- b. Mark Custer would be willing to write XSLT transformation--file could be used for both Github and Staatsbibliothek zu Berlin website
    - 2. EAD is in one document, links are inserted during the transformation
  - ii. Transformed HTML is then handed off to Glenn and Gerhard for posting to the LC/ Staatsbibliothek zu Berlin websites
  - iii. Need to have some copyediting person on the documentation team, especially to help with the non-English speakers
  - iv. Karin will do a basic write-up on the workflow, which will then need to be filled out
- 3. Documentation maintenance
  - a. TS-EAS microsite and SAA documentation role
    - i. Microsite should be about the committee itself--its membership, meetings minutes from annual meeting, annual reports
    - ii. Team work (including working notes) could be maintained elsewhere, but then linked into the page
    - iii. Github site and other resources could also be linked out from the SAA microsite
    - iv. Documentation team (Cory) could take over updates for the site
    - v. Teams should be responsible for Standards Portal updates, and can coordinate with Doc Team for having changes made with SAA
  - b. Current hosting of encoded archival standards
    - i. Currently EAD on LC, and EAC-CPF on Staatsbibliothek zu Berlin
    - ii. Institutions had volunteered to have standards hosted on external sites
      - 1. Result of informal conversations with members of the standard development group
    - iii. Glenn would like to have work e-mail used for communications on standards updates: ggar@loc.gov
  - c. Future plans for Encoded Archival Functions, etc.
    - i. Don't have a strategic plan, but would like to have other institutions get invested in the standards maintenance
    - ii. SAA might not mind hosting them all, but Kathy doesn't see the benefit of having them all in one place
    - iii. Glenn said that they are willing to help in whatever way the group should desire
- 4. Translations of standards
  - a. Workflow for creating or reviewing translations
    - i. Five translations for EAD 2002 (none for EAD3), and three for EAC-CPF (neither in TEI)
      - 1. Lina and Karin have been working on guidance documents for creating translations
      - 2. No guidelines for the translation review and approval process
        - a. Might be useful to have a certification statement included with posted documentation for translations (e.g., "translation provided by the National Library of France")
    - ii. EAC-CPF translations to French and Spanish done with Anila, could check with her about review steps taken in the past
    - iii. EAD3 translation might need to put together a revision, but should wait to see the translation guidance documentation being currently put together

- b. Copyright and publication of encoding standards
  - i. SAA claims copyright to the EAD tag library, but has been released under CC license
  - ii. CC license for EAC-CPF as well (in the encoding, should be shown in the transformation--will be done during the revision process)
  - iii. Has also been suggested that the license should be put into the schemas as well